

## **COLLEGE INTERN (PART-TIME)**

### **Employees' Retirement System – Investment Intern**

**PURPOSE:** The College Intern-Investments will assist the Chief Investments Officer (CIO) and Investment Analysts in the assessment of the Employees' Retirement System (ERS) investment portfolio. This will include conducting research and providing analytical support to the ERS Investment staff. The College Intern-Investments will also assist in responding to requests for information from the Annuity and Pension Board, Investment Committee and other relevant organizations.

#### **ESSENTIAL FUNCTIONS:**

1. Assist the CIO and Investment Analysts in daily, weekly, and monthly compliance and monitoring activities of ERS' equities, fixed income, real estate and other asset class investment managers using investment-related software tools.
2. Conduct research on topics of interest to the Annuity and Pension Board and Investment Managers regarding asset classes, investment strategies and market trends.
3. Provide analytical support between ERS investments, ERS accounting and the Fund's Custodian to ensure the proper recording of investment related transactions.
4. Respond to requests for information (including surveys and investment-related data) and inquiries of the Annuity and Pension Board, Investment Committee, or other appropriate organizations.
5. Perform other job-related duties and special projects as assigned.

*NOTE: College Interns work approximately 20 hours per week and cannot exceed 1,040 hours per year.*

#### **MINIMUM REQUIREMENTS:**

1. Currently enrolled as a Junior or higher in an accredited college or university with a major in finance, investments, or business with an emphasis in finance.

<b>NOTE: 56 or more college credits are required in order to establish Junior status.</b>
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2. Residency in the City of Milwaukee within six months of appointment and throughout employment.

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- Ability to work effectively and tactfully with a diverse group of management, staff and the general public.
- Ability to utilize office productivity software packages.
- Possess a familiarity with investment concepts.
- Possess strong oral and written communication skills.

**THE CURRENT SALARY (910) IS:** \$9.51 per hour with possible increases up to \$12.47 per hour. (College Interns are not entitled to receive benefits.)